

# Paxcroft Primary School

## Lone Worker Policy

Reviewed: February 2025

Next date of review: February 2027



### General Statement

Paxcroft Primary School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Headteacher.

### Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from between 07:00 and 18:15, Monday to Friday.

### Legal Position

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999.

### Risk Assessment

Our risk assessments will cover all work currently undertaken alone, where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. The lone working risk assessment will be reviewed annually or sooner if the circumstances change.

### Control Measures

In order to manage the risks identified, we have introduced the following control measures:

#### Risk of violence:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working. The school site is generally cashless.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give 24 hours' notice to a member of the senior leadership team before lone working, either after hours or through holiday periods.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school.

### **Communication:**

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or be near a school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

### **First aid:**

For those working on our premises, first aid kits can be found in the staffroom, KS1 corridor and the KS2 corridor.

### **Emergency procedures:**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher or the emergency services.

### **Access and egress:**

Staff are required to consider weather conditions before coming into and while at work.

### **Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

### **Training**

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

### **Line Managers**

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature

of the tasks change in any way, he/she must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

### **Lone Worker Duties**

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence.

Appendix – Lone Worker Risk Assessment

Activity Description	Lone Working	Person Completing	Alex George	Date	22.02.23
Hazard	Who is at risk?	Risk (L/M/H)	Current Control Measures	Adjusted Risk (L/M/H)	Additional Actions
Risk of violence	Staff	H	<ul style="list-style-type: none"> <li>• Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.</li> <li>• Staff are required not to handle cash when lone working. The school site is generally cashless.</li> <li>• Late meetings must finish promptly and not leave one member of staff alone on site.</li> <li>• Staff must not approach, or let into the buildings, unauthorised persons when lone working.</li> <li>• All staff are required to give 24 hours' notice to a member of the senior leadership team before lone working, either after hours or through holiday periods.</li> <li>• Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school.</li> </ul>	L	
Lack of communication	Staff	H	<ul style="list-style-type: none"> <li>• Avoid lone working wherever possible by arranging to work in pairs or as a group.</li> <li>• Sign in and off the site</li> <li>• Carry either a mobile phone or be near a school telephone at all times when lone working.</li> <li>• Let someone know you are coming into work, how long you expect to be and when you are leaving.</li> <li>• Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.</li> </ul>	M	

<b>Risk of injury</b>	<b>Staff</b>	<b>H</b>	<ul style="list-style-type: none"><li>• In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher or the emergency services.</li><li>• The following activities are not to be carried out by lone workers under any circumstances:<ul style="list-style-type: none"><li>• Working at height.</li><li>• Manual handling of heavy or bulky items.</li><li>• Transport of injured persons.</li></ul></li></ul>	<b>M</b>	
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